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Commissioner

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**James A. Carder**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** August 29, 2003  
**RE:** SAM II Financial Email Software – Attachments

There are certain versions of email software that does not allow an attachment to be sent to SAM II Financial, such as Lotus Notes Version 6. If your agency is considering changing or have changed the software that you use for email, we recommend that you work with your Information Systems staff to ensure that you will be able to send attachments through SAM II Financial with the new software. If you are not able to send attachments through SAM II Financial with the new software, we recommend two options:

1. Keep a designated number of personal computers at the old email software that does work to send attachments through SAM II Financial,  
OR
2. Do not change your email software.

Specifically, vendor adds sent to the SAM II Financial System are required to be submitted online through email as an attachment. Vendor adds submitted online have a faster turnaround time from those submitted through fax. Fax request take significantly longer to process and must be processed in the order received. OA/Accounting is requiring all vendor adds to be submitted online through email as an attachment. Written exception requests to sending vendor adds online should be sent electronically by the fiscal officer or director within that agency to [OASAMIIAccounting@mail.oa.state.mo.us](mailto:OASAMIIAccounting@mail.oa.state.mo.us).

If your agency's technical staff has any questions, they may contact OA/Information Services at (573) 522-1500, option 1. If your agency's functional staff has any questions, they may contact their Agency Customer Service Coordinator. The Agency Customer Service Coordinator may contact OA/Accounting if they have any questions.